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LOCAL AUDIT & FINANCE DIV.

ISABELLA NORTHEAST FIRE DISTRICT Isabella County, Michigan

FINANCIAL REPORT WITH SUPPLEMENTARY INFORMATION

Year Ended June 30, 2005

ue under P.A. 2 of	1968, Type	as amended. Filing is	mandator		nt Name			County		
City ☐ Township ☐ Village ☒ Other			ict	Submitted to	1	oella				
			15	Date Accountant Report Submitted to State:  December 6, 2005						
June 30, 200 le have audited repared in acco eporting Forma epartment of Tr	the rdan	inancial statemer ce with the Staten Financial Staten	ts of this	local unit	of government a nmental Accour and Local Unit	and rend nting Sta is of Go	lered an op andards Bo overnment i	inion or ard (GA <i>n Michi</i>	i financial SB) and t gan by th	statements he <i>Uniform</i> e Michigar
le affirm that:									in a d	
		with the Bulletin				ernment	in Michigai	n as rev	isea.	
We are certific	ed p	ublic accountants	egistere	d to practic	ce in Michigan.	<b>C</b>	.!-l alabama	nto inc	ludina the	notes or i
e report of com	men	following. "Yes" r ts and recommen	dations		n disclosed in t	ne financ	ciai statem	,, iii	idanig trie	110103, 01 1
ou must check	the a	pplicable box for	each iten	n below.				415-0	Engagial (	tatamants
] yes 🗵 no	1.	Certain compone	nt units/f	unds/agen	cies of the local	unit are	excluded fi	rom tne	ımancıaı s	statements.
] yes ⊠ no		There are accume amings (P.A. 27	5 of 198	0).						
] yes ⊠ no		There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).								
] yes ☒ no		The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.								
] yes ⊠ no		The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).								
☐ yes ☒ no		The local unit has been delinquent distributing tax revenues that were collected for another taxing unit.								
□ yes ⊠ no		The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during they year).								
□ yes ⊠ no		The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).								
🛛 yes 🗌 no	9.	The local unit ha	s not add	opted an in	vestment policy	as requ	ired by P.A	. 196 of	1997 (MC	CL 129.95).
We have en	clos	ed the following	1:				Enclosed	1	To Be rwarded	Not Required
		ents and recomm		<b>S</b> .			Х			
		ual federal financia			ıms (program aı	udits).				Х
Single Audit F				F9.		-				X
Certified Public	Acco	ıntant (Firm Name)						.,		
Campbell, Street Address	Custe	erer & Co., P.C.			Cit	y Bay City		State MI	Zip 487	

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### CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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#### INDEPENDENT AUDITOR'S REPORT

October 21, 2005

To the Fire Board Isabella Northeast Fire District Isabella County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Isabella Northeast Fire District, Isabella County, Michigan as of and for the year ended June 30, 2005, which collectively comprise the Fire District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Isabella Northeast Fire District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Isabella Northeast Fire District, Isabella County, Michigan as of June 30, 2005, and the respective changes in financial position thereof, for the year ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Fire District has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments, as of July 1, 2004.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Campbell, Kusterer : Co., P.C.

CAMPBELL, KUSTERER & CO., P.C. Certified Public Accountants

### MANAGEMENT'S DISCUSSION AND ANALYSIS For the year ended June 30, 2005

The Management's Discussion and Analysis report of the Fire District covers the Fire District's financial performance during the fiscal year ended June 30, 2005.

#### FINANCIAL HIGHLIGHTS

Our financial status remained stable over the last year. Net Assets as of June 30, 2005, totaled \$670,068.49 for governmental activities. We had no business-type activities.

#### **OVERVIEW OF FINANCIAL STATEMENTS**

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Fire District and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Fire District in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

#### **ENTITY-WIDE FINANCIAL STATEMENTS**

The entity-wide statements report information about the entity as a whole using accounting methods used by private companies. The statement of net assets includes all of the Fire District's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Fire District are reported as governmental activities. These include the General Fund.

### MANAGEMENT'S DISCUSSION AND ANALYSIS

For the year ended June 30, 2005

#### **FUND FINANCIAL STATEMENTS**

The fund financial statements provide more detailed information about the Fire District's funds, focusing on significant (major) funds not the Fire District as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Fire Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Fire District has the following types of funds:

Governmental Funds: All of the Fire District's activities are included in the governmental fund category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Fire District's government-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Fire District's governmental funds include the General Fund.

Proprietary Funds: The Fire District does not have any proprietary funds.

#### FINANCIAL ANALYSIS OF THE FIRE DISTRICT AS A WHOLE

The Fire District's net assets for governmental activities increased by \$19,456.22 for the fiscal year ended June 30, 2005.

#### FINANCIAL ANALYSIS OF THE FIRE DISTRICT'S FUNDS

General Fund: This fund is used to record all activities of the Fire District not required to be in a separate fund. The major source of revenue for the general fund is from allocations from local units of government.

#### CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

During the fiscal year ended June 30, 2005, the Fire District acquired \$5,000.00 in capital assets.

The Fire District had no long-term debt activity during the fiscal year ended June 30, 2005.

#### KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The Fire District does not have any known factors affecting future operations.

#### **CONTACTING THE FIRE DISTRICT'S MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, investors and customers with a general overview of the Fire District's finances and to demonstrate the accountability for the revenues it receives. If you have any questions concerning this report, please contact the Fire District by calling (989) 433-0106.

## GOVERNMENT-WIDE STATEMENT OF NET ASSETS June 30, 2005

	Governmental Activities
ASSETS:	
CURRENT ASSETS: Cash in bank	271 237 49
Total Current Assets	271 237 49
NON-CURRENT ASSETS: Capital Assets Less: Accumulated Depreciation	579 595 00 (180 764 00)
Total Non-current Assets	398 831 00
TOTAL ASSETS	670 068 49
LIABILITIES AND NET ASSETS:	
LIABILITIES: CURRENT LIABILITIES	
Total Current Liabilities	
NON-CURRENT LIABILITIES	-
Total Non-current Liabilities	-
Total Liabilities	
NET ASSETS: Invested in Capital Assets, Net of Related Debt Unrestricted	398 831 00 271 237 49
Total Net Assets	670 068 49
TOTAL LIABILITIES AND NET ASSETS	670 068 49

## GOVERNMENT-WIDE STATEMENT OF ACTIVITIES Year ended June 30, 2005

		Program <u>Revenue</u>	Governmental Activities
FUNCTIONS/PROGRAMS	Expenses	Charges for Services	Net (Expense) Revenue and Changes in Net Assets
Governmental Activities: Public safety	59 739 67	70 675 00	10 935 33
General Revenues: Interest Miscellaneous			3 557 62 4 963 27
Total General Revenues			8 520 89
Change in net assets			19 456 22
Net assets, beginning of year			650 612 27
Net Assets, End of Year			670 068 49

#### BALANCE SHEET – GOVERNMENTAL FUNDS June 30, 2005

	Total (General)
<u>Assets</u>	(Scholal)
Cash in bank	271 237 49
Total Assets	<u>271 237 49</u>
Liabilities and Fund Equity	
Liabilities Total liabilities	
Fund equity: Fund balances: Unreserved:	
Undesignated Total fund equity	<u>271 237 49</u> <u>271 237 49</u>
Total Liabilities and Fund Equity	271 237 49

# RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUND TO THE STATEMENT OF NET ASSETS June 30, 2005

#### TOTAL FUND BALANCE - GOVERNMENTAL FUND

271 237 49

Amounts reported for governmental activities in the statement of net assets are different because –

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:

Capital assets at cost Accumulated depreciation

579 595 00 (180 764 00)

TOTAL NET ASSETS - GOVERNMENTAL ACTIVITIES

670 068 49

# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE – GOVERNMENTAL FUND Year ended June 30, 2005

	Total (General)
Revenues:	
Township of Isabella	35 524 64
Township of Denver	18 150 32
Township of Vernon	8 620 40
Village of Rosebush	6 379 64
Township of Wise	2 000 00
Interest	3 557 62
Miscellaneous	4 963 27
Total revenues	79 195 89
Expenditures:	
Public safety:	
Fire protection:	
Salaries and wages	23 927 70
Operating supplies	6 140 84
Office supplies	1 218 99
Vehicle gas and oil	1 208 24
Utilities	2 328 85
Vehicle maintenance	244 80
Equipment maintenance	655 09
Insurance	3 680 00
Training	469 95
Medical	367 00
Miscellaneous	726 21
Dues	100 00
Capital outlay	5 000 00
Total expenditures	46 067 67
Excess of revenues over expenditures	33 128 22
Fund balance, July 1	238 109 27
Fund Balance, June 30	271 237 49

# RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES Year ended June 30, 2005

#### NET CHANGE IN FUND BALANCE - TOTAL GOVERNMENTAL FUND

33 128 22

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities, these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense Capital Outlay

(18 672 00) 5 000 00

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES

19 456 22

### NOTES TO FINANCIAL STATEMENTS June 30, 2005

#### Note 1 - Summary of Significant Accounting Policies

The accounting policies of the Isabella Northeast Fire District, Isabella County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

#### **Reporting Entity**

The financial statements of the Fire District contain all the Fire District funds that are controlled by or dependent on the Fire District's executive or legislative branches.

The reporting entity is the Isabella Northeast Fire District. The Fire District is governed by an elected Fire Board. As required by generally accepted accounting principles, these financial statements present the Fire District as the primary government.

#### Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Fire District's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

#### Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

### NOTES TO FINANCIAL STATEMENTS June 30, 2005

#### Note 1 - Summary of Significant Accounting Policies (continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

The Fire District reports only one fund as follows:

 The General Fund is used to record the operations of the Fire District which pertain to maintaining and operating the Fire District. Included are all transactions related to the approved current operating budget.

#### Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

#### Receivables

Receivables have been recognized for all significant amounts due to the Fire District. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

#### **Inventories**

Inventories of supplies are considered to be immaterial and are not recorded.

#### **Property Taxes**

The Fire District does not levy any property taxes.

#### **Capital Assets**

Capital assets are defined by the Fire District as assets with an initial cost of more than \$5,000.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings Equipment

50 years 10-30 years

#### Compensated Absences (Vacation and Sick Leave)

Employees are not allowed to accumulate vacation and sick pay.

#### Post-employment Benefits

The Fire District provides no post-employment benefits to past employees.

### NOTES TO FINANCIAL STATEMENTS June 30, 2005

#### Note 1 - <u>Summary of Significant Accounting Policies</u> (continued)

#### **Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

#### **Accounting Change**

Effective July 1, 2004, the Fire District implemented the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments (GASB No. 34). Changes to the Fire District's financial statements as a result of GASB No. 34 are as follows:

A Management's Discussion and Analysis (MD&A) section providing analysis of the Fire District's overall financial position and results of operations has been included.

Government-wide financial statements (Statement of Net Assets and Statement of Activities) prepared using the full accrual accounting for all the Fire District's activities have been provided.

Capital assets in the governmental activities column of the Statement of Net Assets include net assets totaling \$398,831.00.

#### **Encumbrances**

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

#### Note 2 - Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

- 1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Fire Board for consideration.
- 2. The proposed budgets include expenditures as well as the methods of financing them.
- 3. Public hearings are held to obtain taxpaver comments.
- 4. The budgets are adopted at the activity level by a majority vote of the Fire Board.
- 5. The budgets are adopted on the modified accrual basis of accounting.
- 6. The originally adopted budgets can be amended during the year only by a majority vote of the Fire Board.
- 7. The adopted budgets are used as a management control device during the year for all budgetary funds.
- 8. Budget appropriations lapse at the end of each fiscal year.

### NOTES TO FINANCIAL STATEMENTS June 30, 2005

#### Note 2 – <u>Budgets and Budgetary Accounting</u> (continued)

The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Fire Board during the fiscal year.

#### Note 3 – Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Fire District to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Fire Board has designated two banks for the deposit of Fire District funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Fire District's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	Carrying <u>Amounts</u>
Total Deposits	<u>271 237 49</u>
Amounts in the bank balances are without considering deposits in transit of	or uncleared checks.

	Bank Balances
Insured (FDIC) Uninsured and Uncollateralized	200 000 00 71 449 67
Total Deposits	<u>271 449 67</u>

The Fire District did not have any investments as of June 30, 2005.

### NOTES TO FINANCIAL STATEMENTS June 30, 2005

#### Note 4 - Capital Assets

Capital asset activity of the Fire District's Governmental activities for the current year was as follows:

	Balance 7/1/04	Additions	Deletions	Balance 6/30/05
Land	5 000 00	•	-	5 000 00
Buildings	114 000 00	-	•	114 000 00
Equipment	455 595 00	5 000 00		460 595 00
Total	574 595 00	5 000 00	-	579 595 00
Accumulated Depreciation	(162 092 00)	(18 672 00)		(180 764 00)
Net Capital Assets	412 503 00	(13 672 00)	_	<u>398 831 00</u>

#### Note 5 - Deferred Compensation Plan

The Fire District does not have a deferred compensation plan.

#### Note 6 – Risk Management

The Fire District is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Fire District has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

#### Note 7 - Pension Plan

The Fire District does not have a pension plan.

### BUDGETARY COMPARISON SCHEDULE - GENERAL FUND Year ended June 30, 2005

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:			:	
Township of Isabella	35 524 64	35 524 64	35 524 64	•
Township of Denver	18 150 32	18 150 32	18 150 32	•
Township of Vernon	8 620 40	8 620 40	8 620 40	-
Village of Rosebush	6 379 64	6 379 64	6 379 64	-
Township of Wise	2 000 00	2 000 00	2 000 00	-
Interest	-	-	3 557 62	3 557 62
Miscellaneous	-	-	4 963 27	4 963 27
Total revenues	70 675 00	70 675 00	79 195 89	8 520 89
Expenditures:				
Public safety:				
Fire protection:				
Salaries and wages	28 450 00	28 450 00	23 927 70	(4 522 30)
Operating supplies	3 000 00	3 000 00	6 140 84	3 140 84
Office supplies	250 00	250 00	1 218 99	968 99
Vehicle gas and oil	900 00	1 300 00	1 208 24	(91 76)
Utilities	2 800 00	2 800 00	2 328 85	(471 15)
Vehicle maintenance	3 000 00	3 000 00	244 80	(2 755 20)
Equipment maintenance	900 00	900 00	655 09	(244 91)
Insurance	13 300 00	13 300 00	3 680 00	(9 620 00)
Training	1 300 00	1 300 00	469 95	(830 05)
Medical	1 500 00	1 500 00	367 00	(1 133 00)
Miscellaneous	1 650 00	1 650 00	726 21	(923 79)
Dues	125 00	125 00	100 00	(25 00)
Contingency	1 000 00	600 00	<u>.</u>	(600 00)
Capital outlay _	12 500 00	12 500 00	5 000 00	(7 500 00)
Total expenditures	70 675 00	70 675 00	46 067 67	(24 607 33)
Excess (deficiency) of revenues				
over expenditures	-	-	33 128 22	33 128 22
Fund balance, July 1	-	-	238 109 27	238 109 27
Fund Balance, June 30	•	-	271 237 49	271 237 49

### CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

MARK J. CAMPBELL, CPA KENNETH P. KUSTERER, CPA 512 N. LINCOLN AVE. - SUITE 100 P.O. BOX 686 BAY CITY, MICHIGAN 48707 TEL (989) 894-1040 FAX (989) 894-5494

### AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS

October 21, 2005

To the Fire Board Isabella Northeast Fire District Isabella County, Michigan

We have audited the financial statements of the Isabella Northeast Fire District for the year ended June 30, 2005. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### <u>AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES</u>

We conducted our audit of the financial statements of the Isabella Northeast Fire District in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

To the Fire Board Isabella Northeast Fire District Isabella County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

#### SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies are described in Note 1 to the financial statements.

#### OTHER COMMUNICATIONS

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

#### **GASB 34 IMPLEMENTATION**

The Governmental Accounting Standards Board issued a new reporting model for governmental units which was required to be implemented for the fiscal year ended June 30, 2005. The implementation of this pronouncement for the Isabella Northeast Fire District began with the year ended June 30, 2005. The daily operations and recording transactions did not change significantly, however, the Fire District is required to maintain additional records for the year end adjustments to the final presentation format.

### COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### SEGREGATION OF DUTIES

A separation of duties between persons who authorize transactions and persons who have control over the related assets does not always exist.

The least desirable accounting system is one in which an employee is responsible for executing the transaction and then recording the transaction from its origin to its ultimate posting in the General Ledger. This increases the likelihood that intentional or unintentional errors will go undetected. In most cases, adequate segregation of duties substantially increases control over errors without duplication of effort.

We understand that due to the size of needed staff, a proper segregation of duties may be impractical and the "cost to benefit" relationship may not justify the addition of accounting staff to accomplish the desired segregation.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Fire District's financial statements and this communication of these matters does not affect our report on the Fire District's financial statements, dated June 30, 2005.

To the Fire Board Isabella Northeast Fire District Isabella County, Michigan

#### **SUMMARY**

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

Campbell Kusterer: Co. P.C.

CAMPBELL, KUSTERER & CO., P.C. Certified Public Accountants